Instructions

Licensee Registration Quick Tips
How to register with online licensing service
Licensee registration/login instructions
Licensee registration
To register, go to www.insurance.wa.gov

1. Click on the "Agent/Broker" tab at the top of the page, select *Online Services* and select the "For individuals" or "For Business Entity licensee" link. This takes you to the *Online Services* registration/login page.
2. Go to the "New User?" **Register** hyperlink. This takes you to the *User Registration* page.
3. Type your User ID and temporary password as printed in your registration letter. All passwords are case sensitive.
4. Click on the "Next" button at the bottom of the page. This takes you to the *Update Contact Information* page.
5. Complete the contact information section. **Make sure the e-mail address is correct**. We will use it for all future communication including your licensee renewal notification.
6. Click on the "Register" button at the bottom of the page. This takes you to the *Registration Confirmation* page. **You will receive a confirmation e-mail at the e-mail address you entered**.
7. You have now completed the registration process.
8. Click on the "Home" button to go to the *Online Licensing* home page or click on "Change Password" button to go to the *Change Password* page.

Licensee login (after initial registration)
To login, go to www.insurance.wa.gov

1. Click on the "Agent/Broker" tab at the top of the page.
2. Select Online Services and select "For individuals" or "For Business Entity licensee" link. This takes you to the *Online Services* registration/login page. The "User Login" section is located in the upper left corner.
3. Enter your User ID and password and click on the "Go" button. This takes you to the *Online Services* home page.
4. If you forget your password, click on the "Forgot Password?" link in the User Login box. This takes you to the *Forgot Password* page.
5. Enter your WAOIC number and your e-mail address. You will receive an e-mail with your login credentials.

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